

## How to Set Up Your Posting Without using the Online Job Application

Start at the Recruiting Homepage and click on the **Recruiting Activities** tile.

Next, Click the **Create Job Opening & Applicant** link and then click on **Create Job Opening**. The 'Primary Job Opening Information' search page displays. Update the fields in the Job Details section of the '**Primary Job Opening Information**' search page and click **Continue**.

The screenshot displays the 'Recruiting Activities' page for the State of Kansas. On the left, a sidebar menu is visible with the following items: 'Manage Recruiting Process:', 'Create Job Opening & Applicant' (highlighted with a red box), 'Create Job Opening' (highlighted with a green box), 'Create Applicant', 'Applicant Name Search', 'Applicant Lists', 'Saved Searches', 'Mass Applicants', 'KS Employee Preference', and 'Recruiting Teams'. The main content area is titled 'Primary Job Opening Information' (also highlighted with a red box) and includes a 'Recruiting Home' link. Below this, the 'Job Details' section contains several fields: 'Job Opening Type' (Standard Requisition), '\*Business Unit' (SOKBU), '\*Company', 'Department', '\*Position Number', 'Job Code', '\*Recruiting Location', and '\*Job Posting Title'. Each field has a search icon to its right.

The Job Opening page displays with the majority of fields automatically populated from the position number you entered on the search page. The first step will be to correct the Template ID for your Job Opening. **NOTE: Template ID 1013 KS Posting With Questions** will automatically default in the Template ID field each time you create a new Job Opening.

Next, Choose **Template ID 1014 KS Posting Only-No Job App** and tab out of the field.

Applicants Applicant Search Applicant Screening Activity & Attachments **Details**

Job Opening | Job Posting and Screening

**Opening Information** ?

\*Template ID 1014 KS Posting Only-No Job App

Job Opening Type Standard Requisition

Created By K000 [Show Details for User](#)

Created 04/02/2019

\*Openings to Fill Limited Number of Openings

Target Openings 1

Available Openings 1

You will get a warning message pop up, just click **Ok** and continue.

Hiring Manager Assignments, Interviewer Assignments, Interested Party Assignments, Education and Experience, Degrees, School Education, Licenses and Certifications, Language Skills, Hiring Manager Assignments, Interviewer Assignments, Interested Party Assignments, Education and Experience, Degrees, School Education, Licenses and Certifications, Language Skills, Hiring Manager Assignments, Interviewer Assignments, Interested Party Assignments, section(s) are not in new template definition. (18176,6012)

If data exists in those sections, it will be deleted. Press OK to delete or cancel to revert back to the previous template.

OK Cancel

*!!-If you change the Template ID after the job opening is saved, you will need to delete all the questions in the Screening Questions section on the Job Posting and Screening page, click the Load the Question Set button and choose the question set '1003-NoApplication'.*

Pay special attention to these fields which applicants use to search in Careers. **NOTE:** If any of this information is incorrect you should not continue creating the Job Opening. You will need to correct the Position and then go back to Create your Job Opening.

- Department (Agency and Department)
- Recruiting Location
- Regular/Temporary
- Full-time/Part-time

#### Staffing Information ?

Region	USA
Schedule Type	Full-Time
Regular/Temporary	Regular
Begin Date	
End Date	
Shift	Not Applicable
Hours	40.00
Work Period	Weekly
Travel Percentage	Never or rarely

#### Salary Information ?

Salary Admin Plan	CLA	Classified Pay Plan
From Grade	013	CLASSIFIED GRADE 013
From Step	4	

Next, setup screening on the **Job Posting and Screening** page.

## Job Opening

[Save and Open](#)[Save as Draft](#)[Recruiting Home](#) | [Notification](#)

**Job Opening ID** NEW

**Job Posting Title** Administrative Assistant

**Job Code** 1071K2 (Administrative Assistant)

**Position Number** K0200182 (Administrative Assistant)

**Primary Recruiting Location** 177 (Shawnee County)

[Job Opening](#)[Job Posting and Screening](#)

#### Opening Information ?

When you are using **Template ID 1014-KS Posting Only-No Job App**, Screening is used to turn OFF the job application. If the applicant clicks the Apply for Job button, they will be presented with a kickout question (it fails no matter the answer the applicant chooses).

Ensure there is only 1 question in the Screening Questions section.

**Screening Questions** ?

*Question	Question Order	Action		
Posting with External Applctn	1	<a href="#">View Answers</a>		

[Add Screening Question](#) [Load from Question Set](#)

*!!-If you change the Template ID after the job opening is saved, you will need to delete all the questions in the Screening Questions section on the Job Posting and Screening page, click the Load the Question Set button and choose the question set '1003-NoApplication'.*

**Next, Click the Pre Screening link in the Applicant Screening section.**

**Applicant Screening** ?

Max Total Points  ☐ Must Pass Previous Levels

**Applicant Screening** ?

Sequence	Screening Levels		
1	<a href="#">Pre Screening</a>		

Scroll to the question in Screening Requirements and check on the **Use in Screening** and **Required** boxes. Click the **OK** button.

**Screening Requirements** ?

1-1 of 1

Screening Type	Item	Description	Edit Details	Use in Screening	Required	Points
Screening Question	Question: Posting with External Applctn		<a href="#">Edit Details</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2

Total Screening Points

[OK](#) [Cancel](#) [Apply](#)

Next, click on the **Add Job Posting** button on the **Job Posting and Screening** page.

Choose 'Job Posting' in the **Description Type** dropdown.

Choose the '**Job Posting – No Online Application**' in the **Template** dropdown. This template features:

- A message at the top instructing applicant that the Apply for Job button will not work.



**Important Notice to those applying for this job:**

To apply for this job, please see the Job Application Process section below.

This job posting does not use this site's online application. The 'Apply for Job' button will not work.

- Places for you to define what your application process is and what documents to they should provide.

**Recruiter Contact Information:**

Name:   
 Email:   
 Phone:   
 Mailing Address:

Add the recruiter's contact information

**Required Documents for this Application to be Complete:**

**Include with your job application**

- \* Tax Clearance Certificate
- \* DD214 (if you are claiming Veteran's Preference)

**Kansas Tax Clearance Certificate Required:** Each applicant (even non-residents) applying for a vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. All applicants, including current state employees, are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

[Visit the Tax Clearance site for more information on and where to obtain this Kansas Department of Revenue document.](#)

Add what documents they need to submit.

**Job Application Process:**

Tell the applicant how to apply for your job.

**See the helpful links below to assist in completing your application:**

- Instructions:
  - [Job Search](#)

Select a value in the **Visibility** field. Choose the group you are targeting to recruit from in the Visibility field.

The last part of the posting is the Job Posting Destination section.

Setup the Job Posting Destination so that Destination = I, Posting Type = External Posting, and add the dates your job should be posted and/or removed.

Click the **OK** button on the Posting Information page.

The screenshot shows a web form titled "Job Posting Destinations" with a help icon. It contains a table with three columns: "\*Destination", "\*Posting Type", and "Rela". The first row has "I" in the first column, "External Posting" in the second column (with a dropdown arrow), and a partially visible "Rela" in the third column. Below the table is a button labeled "Add Posting Destination". At the bottom, there are three buttons: "OK", "Cancel", and "Preview". The "OK" button is highlighted with a red rectangular box.

*Destination	*Posting Type	Rela
I	External Posting	

Add Posting Destination

OK Cancel Preview

Next, click the **Save and Open** button.

Your new job posting will appear within the next hour in Careers.

Verify your Job Posting online. Verify it looks complete and your formatting is correct. Check your search values work.

**If you need to make a change or correction, go to the job opening and make the correction. Your changes should take effect immediately.**